

# SFS Finance Newsletter

A Newsletter from the Wisconsin Department of Public Instruction, Division for Finance and Management



**School Finance**  
WISCONSIN DPI

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## Message from the School Financial Services Director

I am pleased to announce several new staff on the School Financial Services (SFS) Team. Victoria Chung recently started as an Accountant Senior and will be responsible for ensuring districts receive aid payments, including equalization, special education, and others. She will also be active in school district audits and provide help in calculating equalization aid. Victoria can be contacted via email at [victoria.chung@dpi.wi.gov](mailto:victoria.chung@dpi.wi.gov) or phone at (608) 266-9205.

Two new auditors have recently joined the team, Brian Kahl and Sheri Springer. Both are Certified Public Accountants (CPAs) and have extensive experience in public accounting. Initially, Brian will be answering budget and annual report questions, approving the PI-1505AC and PI-1506AC reports. In addition, he will become the contact for Qualified School Construction Bond (QSCB) and Qualified Zone Academy Bond (QZAB). Brian can be contacted by email at [brian.kahl@dpi.wi.gov](mailto:brian.kahl@dpi.wi.gov) or phone at (608) 266-3862.

Sheri Springer will be working on other post employment benefits (OPEB) and Health Reimbursement Arrangement (HRA) issues and become the CESA and CCDEB liaison, in addition to working with districts on WUFAR accounting issues and annual and budget reports. Sheri can be contacted by email at [sheri.springer@dpi.wi.gov](mailto:sheri.springer@dpi.wi.gov) or phone at (608) 267-9212.

Erin Fath started August 31 as a School Finance Consultant. Erin has worked on school aid and revenue limit issues as a consultant in the Department of Administration (DOA) Budget Office. Her main focus will be calculating state equalization aid and revenue limits. Erin can be contacted by email at [erin.fath@dpi.wi.gov](mailto:erin.fath@dpi.wi.gov) or phone at (608) 266-3464.

We are excited about the enthusiasm and expertise our new staff offer and will work hard to maintain the level of service you've become accustomed to. Please be aware that we value your input and encourage you to let the SFS Team know if you have issues, concerns, or suggestions as we strive to provide you with the best service possible.

*Thought for the day: Constant change is here to stay....*

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SFS Team Directory

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## SFS Finance Newsletter

is published by the Department of Public Instruction. Questions or comments should be directed to:

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[dpi.wi.gov/sfs/index.html](http://dpi.wi.gov/sfs/index.html)

## PI-1563 September Pupil Count Report Information

Please route the following information to the individual(s) who complete the PI-1563 September Pupil Count Report for your district. The pupil count date is Friday, September 16, and the report is due Friday, September 30.

The PI-1563 Internet Pupil Count Report program will open for district data entry on Friday, September 16. Districts can access this report by clicking on the "School Finance Reporting Portal" link and then proceeding to the district's home page. Click on either the "Status and Due Dates" or "Non-Financial Data Home" link to access the report. Resources are available to assist districts in generating the pupil count data. Pupil count report instructions and a worksheet are available on the team's website at: <http://dpi.wi.gov/sfs/membrpt2.html>. In addition, a webcast entitled "Counting Students for the PI-1563 Pupil Count Report" is on the SFS Team's home webpage under "Webcast Presentations" or directly at: <http://media2.wi.gov/DPI/Viewer/?peid=e7d81857-5e79-4992-b951-0366fcdf816f>. The team encourages district staff responsible for the PI-1563 report to review these resources as they reflect the steps districts will follow to report students on the report.

If your district is unable to hold school on September 16, a request for an alternative pupil count date must be submitted to the state superintendent (s. 121.05(3), Wis. Stats.). Address your request to Debbie Gaffney Dilley, School Financial Services Team, at [debra.gaffney-dilley@dpi.wi.gov](mailto:debra.gaffney-dilley@dpi.wi.gov). Please specify the alternative date that you are requesting. In most circumstances, the date should be either the Thursday before or the Monday after the Friday count date.

## PI-1547SS Pupil Transportation Report - Summer 2011

New for 2011-2012, the department has created a separate report for summer school transportation, the PI-1547SS. This report will open on September 9, 2011. The report contains all the same elements as were requested in the past. The new report means we will not be opening and closing the transportation report multiple times in a single year.

This report should be submitted once it is complete. The data from this report will be transferred to the school year PI-1547 Transportation Report before that report opens next summer.

The PI-1547SS report for 2011-2012 covers transportation for summer school sessions held in the summer of 2011. This includes sessions that met in June 2011, even though they were in the previous fiscal year. For SFS Team purposes, summer school starts the new reporting year.

Districts can access this report by clicking on the "School Finance Reporting Portal" link and then proceeding to the district's home page. Click on either the "Status and Due Dates" or "Non-Financial Data Home" link to access the report.

If you have questions, please contact Bob Avery at [robert.avery@dpi.wi.gov](mailto:robert.avery@dpi.wi.gov) or (608) 267-9707

## Calendar of Events

September 2011						
S	M	T	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept 05 [Holiday](#)  
 Sept 09 [PI-1547SS Transportation Rpt](#) Open  
 Sept 12 [PI-1506AC/PI1506FB Rpt](#) Due  
 Sept 16 [PI-1563 Pupil Count Rpt](#) Open  
           [PI-1563 YCA Rpt](#) Open  
 Sept 19 [Equalization/Sparsity Aid Pymts](#)  
           [No Valid Licensing Rpt](#) Due  
 Sept 30 [PI-1505 SPED Rpt](#) Due  
           [PI 1505 Annual Rpt](#) Due  
           [CCDEB Annual](#) Due  
           [PI-1524 State Tuition Claim](#) Due  
           [PI 1563 Pupil Count Rpt](#) Due  
           [PI 1563 YCA](#) Due  
           [PI 1804/1805 Summer Sch Rpt](#) Due  
           [PI-1547SS Transportation Rpt](#) Due

October 2011						
S	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct 14 [PI 401 Tax Levy Report](#) Open  
           [PI 1504 Budget and PI 1504 SPED](#)  
           [Budgets Report](#) Open  
           October Aid Certified  
 Oct 17 [PI 1588 Supplemental Aid Request](#)  
           [Due, s. 115.435, Wis. Stats.](#)  
 Oct 31 [Indirect Cost Rpt](#) Due

November 2011						
S	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov 01 [Board Approves Levy](#)  
 Nov 06 [Last Day to Certify Levies](#)  
 Nov 11 [PI 401 Tax Levy Rpt](#) Due  
 Nov 21 [SPED Aid](#) and [SAGE Pymt](#)  
 Nov 24 [Holiday](#)

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## PI-1505 Full Financial Annual Report

The district's 2010-2011 Annual Report (PI-1505AC and PI-1505) may include payroll and related benefit costs only to the extent that they are associated with implemented bargaining agreements. Implementation must occur by October 1 following the June 30 fiscal year end (s. 120.18(1) (gm), Wis. Stats.).

If the district and an employee bargaining unit do not have an implemented agreement, the recording of any increased costs above the most recent agreement is limited to the lower of the district's or bargaining unit's final offers submitted under the Wisconsin Employment Relations Commission (WERC) binding arbitration rules [http://dpi.wi.gov/sfs/doc/unsettled\\_contract.doc](http://dpi.wi.gov/sfs/doc/unsettled_contract.doc). If a change in employee contract status occurs after report filing, but prior to October 1, contact either Gene Fornecker at [eugene.fornecker@dpi.wi.gov](mailto:eugene.fornecker@dpi.wi.gov) or (608) 267-7882, Brian Kahl at [brian.kahl@dpi.wi.gov](mailto:brian.kahl@dpi.wi.gov) or (608) 266-3862 or Debbie Brown at [debra.brown@dpi.wi.gov](mailto:debra.brown@dpi.wi.gov) or (608) 267-9209, immediately. The department will use the estimated additional settlement cost in determining the district's October 15 certified aid amount.

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## Indirect Cost E-mail to District Administrators

School districts may charge administrative costs to federal grants and contracts; however, in most cases, districts do not receive additional money. Districts interested in charging an indirect cost should review the contents of the "Indirect Cost" webpage directly at <http://dpi.wi.gov/sfs/indirect.html> or "Late Breaking Information" on the School Financial Services home page at: <http://dpi.wi.gov/sfs/index.html>. Additional questions may be directed to Gene Fornecker at [eugene.fornecker@dpi.wi.gov](mailto:eugene.fornecker@dpi.wi.gov) or (608) 267-7882.

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## PI 1588 Supplemental Aid with Large Area Report

Supplemental Aid for School Districts with a Large Area is an annual entitlement program authorized under s. 115.435, Wis. Stats. Applications and further information regarding the eligibility requirements can be found at the following link: <http://dpi.wi.gov/sfs/supaid1.html>. Application form PI-1588 for this program is due October 17. Contact Brad Adams at [bradley.adams@dpi.wi.gov](mailto:bradley.adams@dpi.wi.gov) or (608) 267-3752 should the district have questions.

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## Education Jobs Fund

Education Jobs Fund has provided districts with federal grant dollars to create and save education jobs. The SFS Team has provided districts with account code information (Project code 595, Source Code 780, CFDA #84.410) allocation amounts and additional guidance through listserv messages and via the Ed Jobs website at <http://www.dpi.wi.gov/sfs/edjobs.html>. The DOA is responsible for the collection of data from the districts and payment of grant claims. Information about filing claims and allowable costs can be found at the Education Jobs tab on the Office of Recovery and Reinvestment website at [www.recovery.wi.gov](http://www.recovery.wi.gov). Questions about claims and grant payments can be directed to Dan Subach of DOA's Federal Funds Team at (608) 264-9573, email [dan.subach@wisconsin.gov](mailto:dan.subach@wisconsin.gov) or Ross Behrend at (608) 267-7395 or email [ross.behrend@wisconsin.gov](mailto:ross.behrend@wisconsin.gov). Questions regarding administration, utilization, and how these funds may impact other sources of education funding can be directed to Paul Dix, Consultant, SFS Team, at [paul.dix@dpi.wi.gov](mailto:paul.dix@dpi.wi.gov) or phone at (608) 267-9213 or Debbie Brown, Assistant Director, SFS Team, at [debra.brown@dpi.wi.gov](mailto:debra.brown@dpi.wi.gov) or phone at (608) 267-9209. The current expenditure period is July 1 – September 30, 2011 with claims due to DOA by October 5, 2011. To date, approximately \$97,700,000 of \$180,000,000 has been expended.

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## SFS Data Warehouse Updated With 09-10 Data

The SFS Team Data Warehouse has recently been updated with 2009-10 data. Users will notice a few temporary changes that were necessary due to underlying incompatibility and ongoing warehouse programming redevelopment. They are:

1. Standard Reports for 2009-10 data are still available for one or all districts as before; however, Standard Report Data by Groupings (Senate/Assembly District, Athletic Conference, County, CESA) are now only available via Excel spreadsheet. Users can access this data by selecting the file from the list located in the lower half of the Standard Reports webpage.

2. The Custom Report link has been disabled, as this functionality is also under redevelopment. Users seeking multi-year data will find longitudinal datasets and corresponding graphs under the “Longitudinal Data” button on the green scan bar on the School Financial Services Homepage, or directly at: [http://dpi.wi.gov/sfs/long\\_data.html](http://dpi.wi.gov/sfs/long_data.html).

If you have questions, please contact a School Finance Consultant.

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## PI-1500 Contacts Report

This report was created for district administrators or their designee to identify staff to receive information from the SFS Team. It has been used extensively by the SFS Team to target relevant information to the people that need it. We hope it has been of value to your staff. We now ask that you review the contact information, and if there are changes in staff or staff responsibilities, please update. The report can be found in the middle section of the SFS website at <http://www.dpi.wi.gov/sfs/index.html>.

Please contact Brad Adams at [bradley.adams@dpi.wi.gov](mailto:bradley.adams@dpi.wi.gov) or (608) 267-3752 with questions.

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## Status and Deadlines Update

On each district’s reporting home page located at <https://www2.dpi.state.wi.us/safr/> is a schedule of required and optional data collection reports. This schedule of reports is accessed by clicking on the “Status and Deadlines” link. The schedule has been updated to include both the remaining 2010-11 reports and the reports that will be collected during the 2011-12 fiscal year. It is recommended that district staff review the report schedule to ensure compliance with the report due dates.

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## School Financial Services Contacts

Please contact one of the following School Financial Services Team consultants should you have additional questions:

Brad Adams	<a href="mailto:bradley.adams@dpi.wi.gov">bradley.adams@dpi.wi.gov</a>	(608) 267-3752
Bob Avery	<a href="mailto:robert.avery@dpi.wi.gov">robert.avery@dpi.wi.gov</a>	(608) 267-9707
Erin Fath	<a href="mailto:erin.fath@dpi.wi.gov">erin.fath@dpi.wi.gov</a>	(608) 266-3464
Debbie Brown	<a href="mailto:debra.brown@dpi.wi.gov">debra.brown@dpi.wi.gov</a>	(608) 267-9209
Jerry Landmark	<a href="mailto:jerome.landmark@dpi.wi.gov">jerome.landmark@dpi.wi.gov</a>	(608) 266-6968